

REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					DDS/OF-017	
1. TITLE OF REPORT (If a fill-in report include Form No.) Status of CIA Construction Appropriation					2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		
		LOGISTICS		SECURITY		
		MEDICAL		<input checked="" type="checkbox"/> FINANCE		
4. NO. OF COPIES PREPARED 4		5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly		6. DISTRIBUTION (No. of components not number of copies) 4		
7. FORMAT (memorandum, form computer print-out, etc) Budgetary Reporting		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.		9. DIRECTIVE AUTHORITY REQUIRING REPORT [Financial Control and Supervision of D/OF]		
10. PREPARING COMPONENT (include lowest level contributing information to report) S&AS, Accounts Div.		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) GSA-Financial Status of Construction Project (Form No. 692), GSA-Report on Budget Status (SF 133), General Ledger and Allotment Ledger (CIA)				
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED = COST PER YEAR	
GS-11	\$7.06	16	=	\$112.96	4 \$451.84	
GS-04	2.81	2	=	5.62	4 <u>22.48</u>	
					\$474.32	
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR					\$ 474.32	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)					MAN-HOURS	
<input type="checkbox"/> CHANGE					DOLLARS	
<input type="checkbox"/> DISCONTINUE						
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100020-4			18. EXTENSION	

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